

**JAGC APPOINTMENT APPLICATION CHECKLIST
FOR THE RESERVE COMPONENTS
(United States Army Reserve and Army National Guard)**

Appointment is Processed Under Army Regulation 135-100

- _____ 1. NGB FORM 62E
- _____ 2. Personnel Security Requirement (NOTE: If you already have a security clearance, submit a copy of your DA Form 873 or a letter from your security manager stating the same.)
 - _____ a. SF 86, Questionnaire for National Security Positions. Submit a completed questionnaire with your application. A copy of the SF 86 is m posted on our website.
 - _____ b. FD 258, Fingerprint Card (**in duplicate**)(obtained at local police station when you are fingerprinted).
 - _____ c. Statement of Understanding for Appointment as a commissioned officer prior to NAC.
- _____ 3. Description of non-legal work experience.
- _____ 4. Detailed description of legal experience.
- _____ 5. Certified transcripts of college and law school grades with the grading systems. Photostatic copies are acceptable.
- _____ 6. **Recent** statement from the **clerk of highest court of a state** showing admission and current standing before the bar and any disciplinary action. If disciplinary action has been taken against you in any state, explain circumstances in a separate letter and submit with application.
- _____ 7. Three **recent** letters from lawyers, judges or military officers attesting to your reputation and professional standing.
- _____ 8. Two recent photographs (official military photos or head and shoulder type) on separate sheets of paper.
- _____ 9. DA Form 5000-R, Applicant Interview Report. You must arrange an interview with a JAG officer (major or above) from the unit you wish to join.
- _____ 10. Assignment request, either a. or b. (If you are submitting NGB FORM 62E there is a place for this information on the bottom of page 3 of the form.)
 - _____ a. Troop Program Unit. Statement from unit commander (AR 135-100, paragraph 2-3.a(3) with unit UIC, paragraph, line, and position number).

- _____ b. DA Form 2976, Application for Individual Mobilization Augmentation Program Assignment (prior JA service only).
- _____ 11. Acknowledgment of Service Requirements, **either a. or b.**
 - _____ a. DA Form 3574 (Individuals without prior service or with less than 8 years prior service)
 - _____ b. DA Form 3575 (Individuals with more than 8 years prior service)
- _____ 12. Certified copy of your birth certificate issued by the appropriate state certifying authority (e.g. State Bureau of Vital Statistics).
- _____ 13. Statement of Acknowledgment of Accommodations of Religious Practices.
- _____ 14. If prior service, Military Service Record. Include your Official Military Personnel File (OMPF) plus DA Form 2-1 and copies of all evaluations
- _____ 15. Medical Examination: (See accompanying information sheet entitled "Medical Examinations for Judge Advocate Candidates, United States Army Reserve" for medical examination procedures.
- _____ 16. Submit a signed statement with your age, height, and weight. You must meet the standards of AR 600-9, Army Weight Control Program. If you exceed the standards, you must submit a body fat percentage worksheet.
- _____ 17. Request for age waiver. If you cannot complete 20 years of service by age 60 and/or meet the maximum age for rank at time of appointment (usually less than age 33 for first lieutenant), you must include a letter with your application requesting an age waiver be granted. The letter should include positive statements concerning your value to the JAGC; e.g. prior military and/or legal experience.
- _____ 18. Statement of Understanding for Ineligibility for Retirement. (only if you will not be able to complete 20 years of service by age 60)
- _____ 19. If currently serving in another branch, submit a conditional release from the other branch of the Armed Services.
- _____ 20. Statement of Eligibility - for applicants who are serving or once served as an officer of a Reserve Component of an U.S. Armed Service.
- _____ 21. Civilian or military resume - optional.

- _____ 22. Supplemental Application for Reserve Component Service with the Judge Advocate General's Corps (below)
- _____ 23. Statement of Personal Interest (explain your interest in joining the JAGC)
- _____ 24. One separate, complete copy of items 1-23.

**SUPPLEMENTAL APPLICATION FOR RESERVE COMPONENT SERVICE WITH
THE JUDGE ADVOCATE GENERAL'S CORPS**

Have you been the subject of adverse administrative action, regardless of outcome, including (but not limited to) letters of reprimand, referred Officer Evaluation Reports, being flagged for failing to satisfy military weight requirements, or failing a military physical fitness test? If yes, provide an explanation on a separate sheet.

_____ yes

_____ no

Signature

date

For better service in processing your application, use this checklist as an index and tab each of the items submitted. Do not put the application in binders or in document protectors. You need not tab the copy.

For questions or assistance, contact SSG Christy A Noe at (517) 481-7747 or (989)330-0728. Packet documents can be sent to the following address:

**MIARNG-OSM
Attn: SSG Christy Noe
3423 N Martin Luther King Blvd
Lansing, MI 48906**

FAX: (517)481-7771